Kaltura MediaSpace™
User Manual

Version: 4.0

Kaltura
open source video

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Contents

Preface 4
About this Manual 4
Audience 4
Document Conventions 4
Section 1 Kaltura MediaSpace Overview 5
Logging In 5
Understanding Galleries and Channels 6
Browsing Media 8
Displaying and Viewing Content 8
Searching Media 10
Section 2 Uploading Media 12
Section 3 Recording from Webcam 17
Section 4 Creating a Video Presentation 19
The Kaltura Video Presentation Widget 19
The Video Presentation Workflow 19
Section 5 Managing Your Media 24
Editing Media 25
Publishing Media 27
Adding Media to Playlists 28
Managing Playlists 30
Sharing Media 31
Section 6 Creating and Managing a Channel 33
Creating a Channel 33
Managing a Channel 35
Moderating Channel Content 36
Editing Channel Users 37
Updating a Channel Thumbnail 38
Deleting a Channel 39

Preface

This preface contains the following topics:

- About this Manual
- Audience
- Document Conventions

About this Manual

This manual describes how to use Kaltura MediaSpace™ Version 4.0.



NOTE: Please refer to the official and latest product release notes for last-minute updates. Technical support may be obtained directly from: Kaltura Support.

Contact Us:

Please send your documentation-related comments and feedback or report mistakes to knowledge@kaltura.com.

We are committed to improving our documentation and your feedback is important to us.

Audience

This manual is intended for Kaltura MediaSpace users.

Document Conventions

Kaltura uses the following admonitions:

- Note
- Workflow



NOTE: Identifies important information that contains helpful suggestions.



Workflow: Provides workflow information.

1. Step 1
2. Step 2

SECTION 1

Kaltura MediaSpace Overview

Kaltura MediaSpace is a fully customizable media destination site for your organization. MediaSpace is an out-of-the-box video-centric site that can serve as a repository for media collections across the organization or a full-featured "internal YouTube."

Depending on your setup, the site can be either public or restricted to authorized end users. In addition, sections of the site may be restricted to members only.

Depending on your role and permissions, you can do the following:

- Browse and search public galleries and channels
- Upload media
- Contribute to galleries and channels
- Access and contribute to members-only channels
- Create playlists
- Create channels

Logging In

To log in to MediaSpace

The Login window is displayed either when you open MediaSpace or when you click:

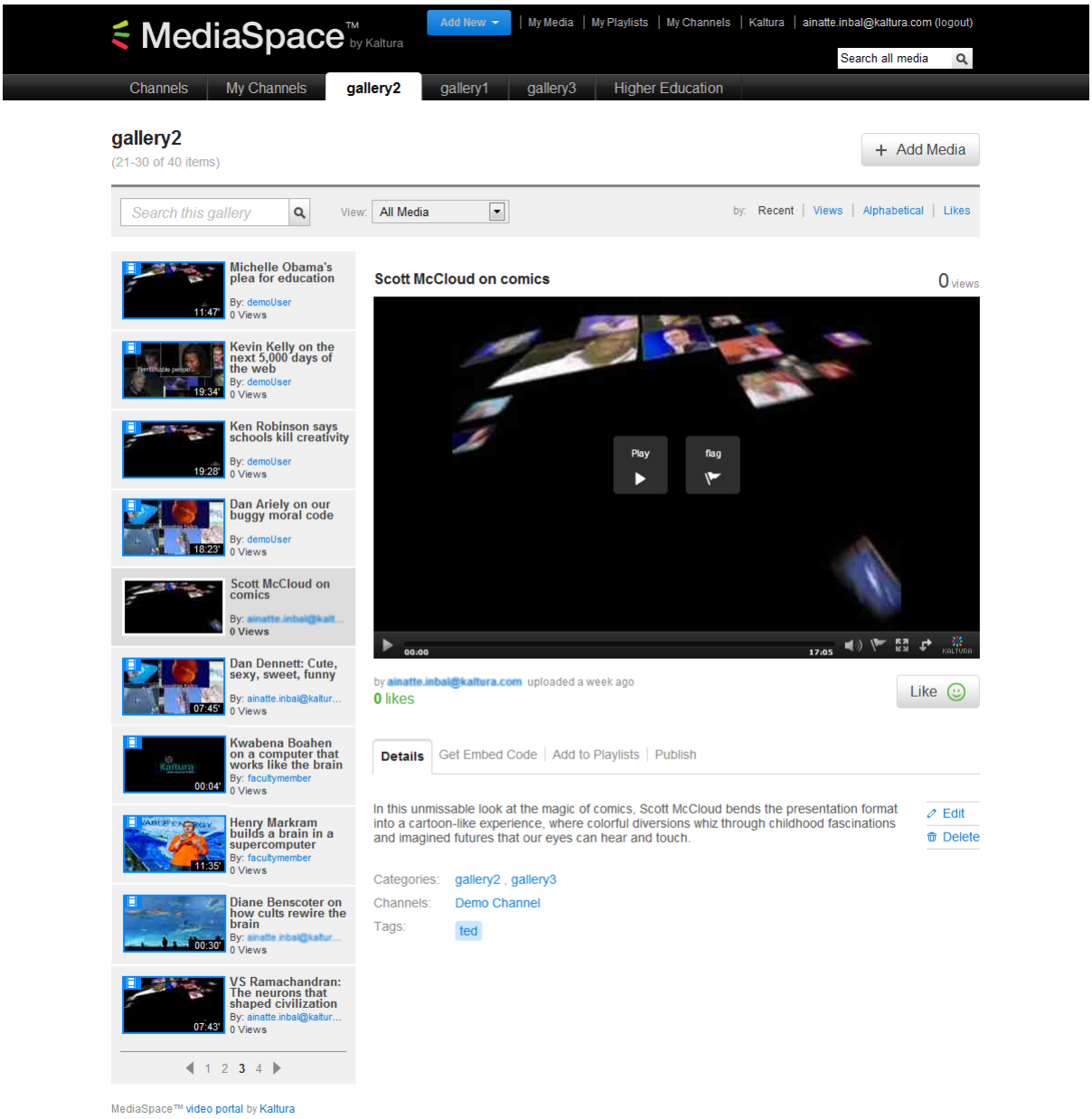
- **My Media**
- **My Playlists**
- **Guest (login)**
- **Channels**
- **My Channels**

In the Login window, enter your username and password.

Understanding Galleries and Channels

You can access MediaSpace media collections in galleries and channels.

A *gallery* is a collection of centrally curated content. You can access galleries next to the media player and from the MediaSpace main menu.



A *channel* is a collection for a subset of users (or all authenticated users). Channel managers and site administrators may give users permission for specific actions. You can access channels from the Channels and My Channels tabs. If the tabs are not displayed, the Channels feature is not enabled on your site. To learn how to use channels, see Creating and Managing a Channel.



Browsing Media

NOTE: Depending on your MediaSpace role, you may be able to access additional content after you log in. To understand your role, ask your MediaSpace administrator.

You can do the following:

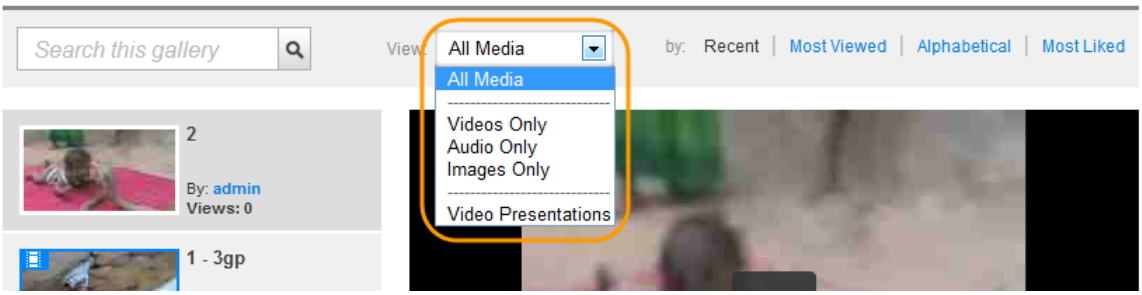
- Filter the content.
- Sort the content.
- Select a video to play.
- View media.
- Report abuse.
- Like media.
- Search media.

Displaying and Viewing Content

To filter content

In a media gallery or channel, click the View menu and select one of the following:

- All Media types (videos, audio, and images)
- Video Only
- Audio Only
- Images Only
- Video Presentations Only



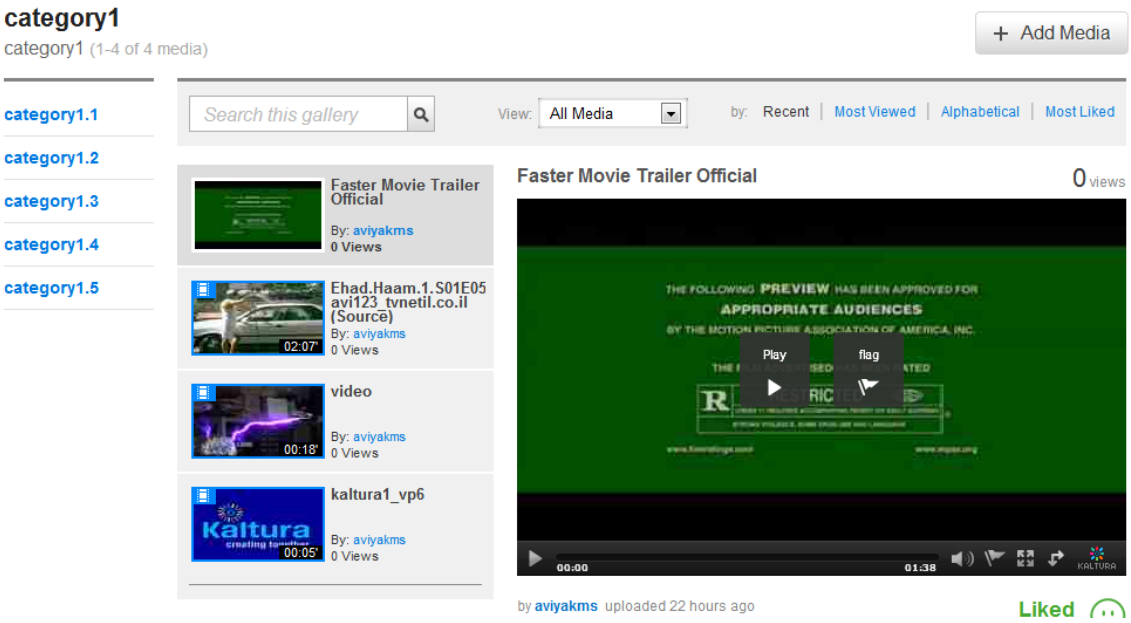
To sort content

In a media gallery or channel, click one of the following:

- Recent
- Most Viewed
- Alphabetical
- Most Liked

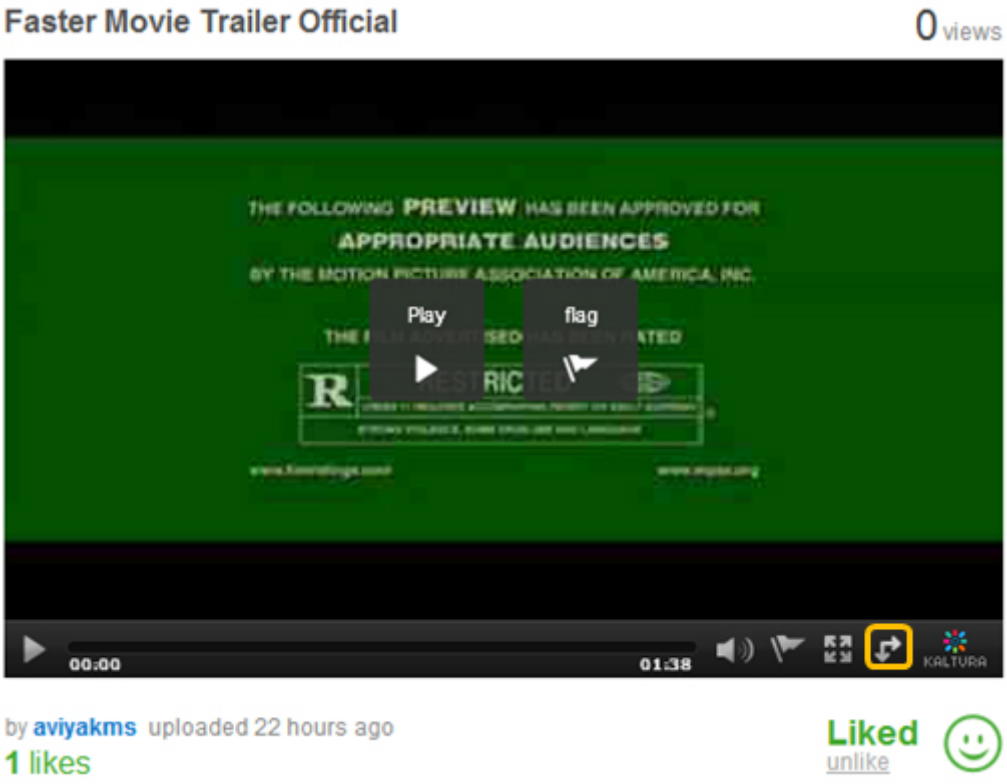
To select a video to play

In a media gallery or channel, click a media thumbnail to display the video in the media player.



To view media

Click **Play** in the media player. You can use options such as volume control, full screen, and enlarging the player within the MediaSpace window.



Media Player: The Expand Player icon for enlarging the player

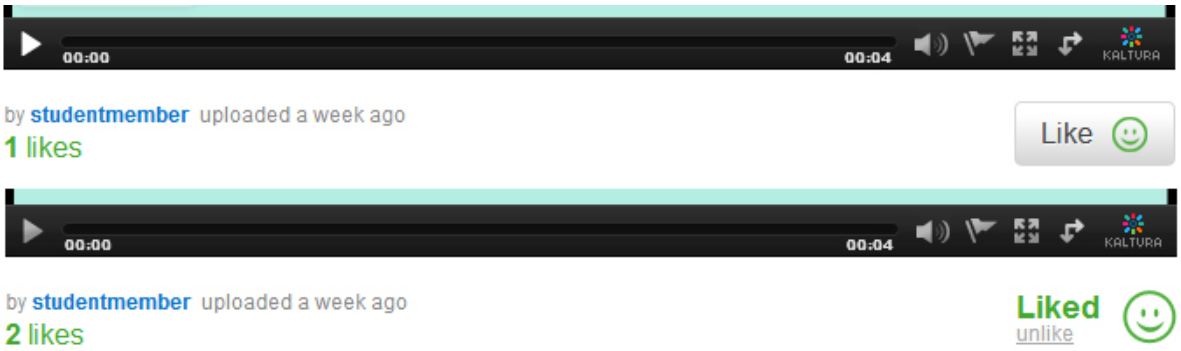
On an iOS device, a built-in iOS media player plays MediaSpace media.

To Report Abuse (Flag)

1. Click a media thumbnail or title to display the video in the media player.
2. Do one of the following:
   - Click **Flag** on the media player screen.
   - Click the **Flag** icon on the media player controls area.
3. Select the type of abuse.

To Like or Unlike Media

1. Click a media thumbnail or title to display the video in the media player.
2. Click the **Like** button under the media player.



   A *Liked* label and an *unlike* option are displayed.
3. To cancel the Like, click **unlike**.

Searching Media

You can search for media in the following ways:

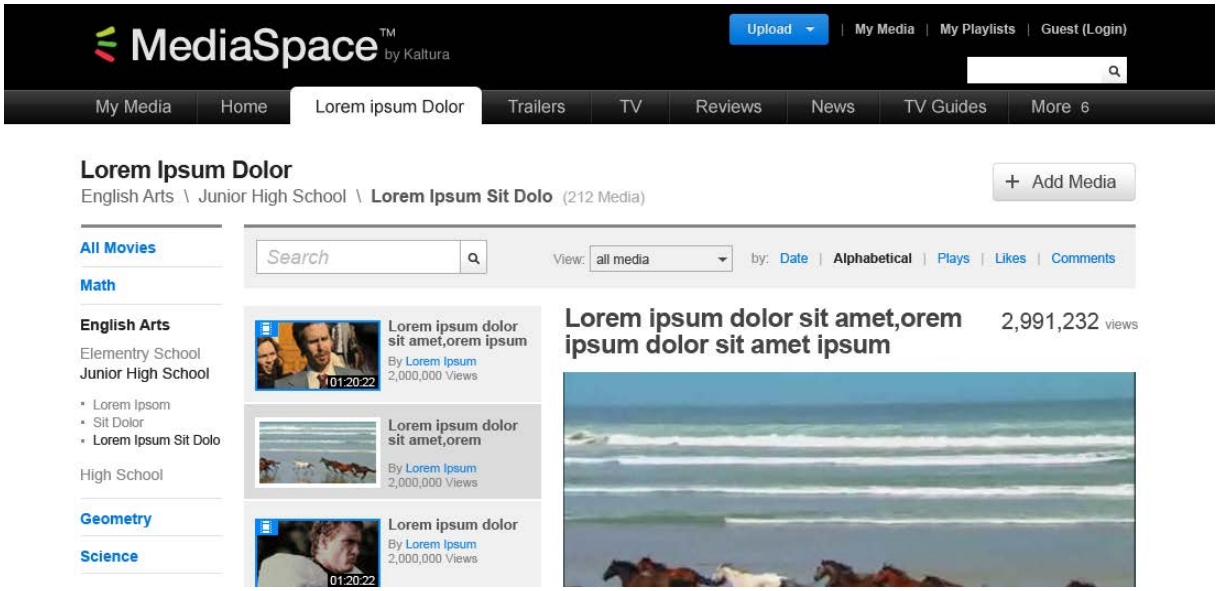
- Text search of:
  - All media
  - A gallery or channel
- Media associated with a user, tag, or category

To search all media

In the MediaSpace header's search field, enter your search text.

To search a gallery or channel

1. On a media gallery or channel page, enter text in the search field.



2. To clear the search text, click the clear icon  .

To search media associated with a user, tag, or category

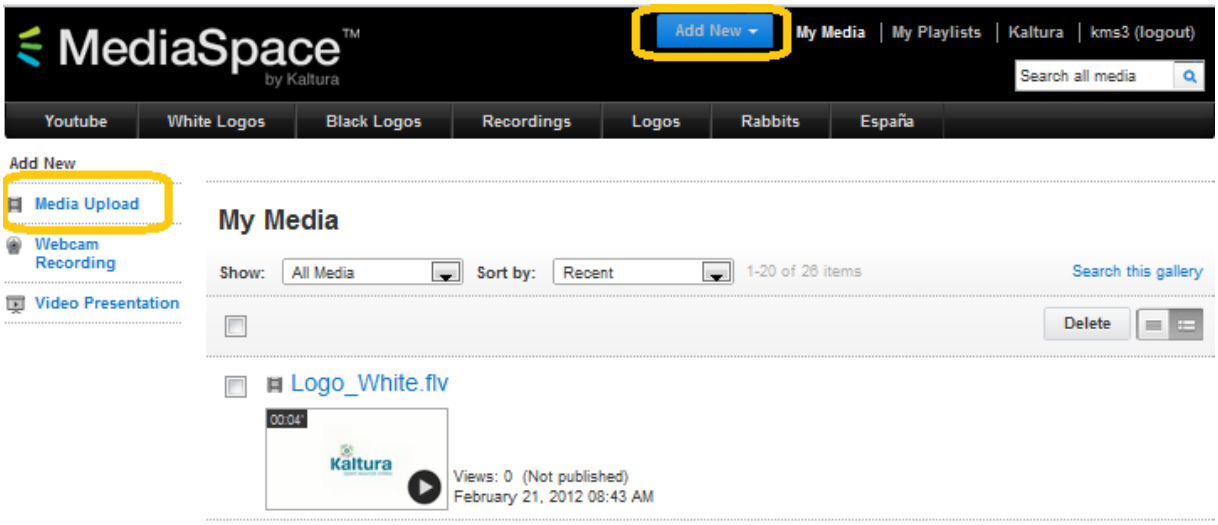
On a media's Details tab, click the name of a user, tag, or category. For example, click a tag name (such as *sampletag*) to display a gallery of all media with the same tag.

SECTION 2

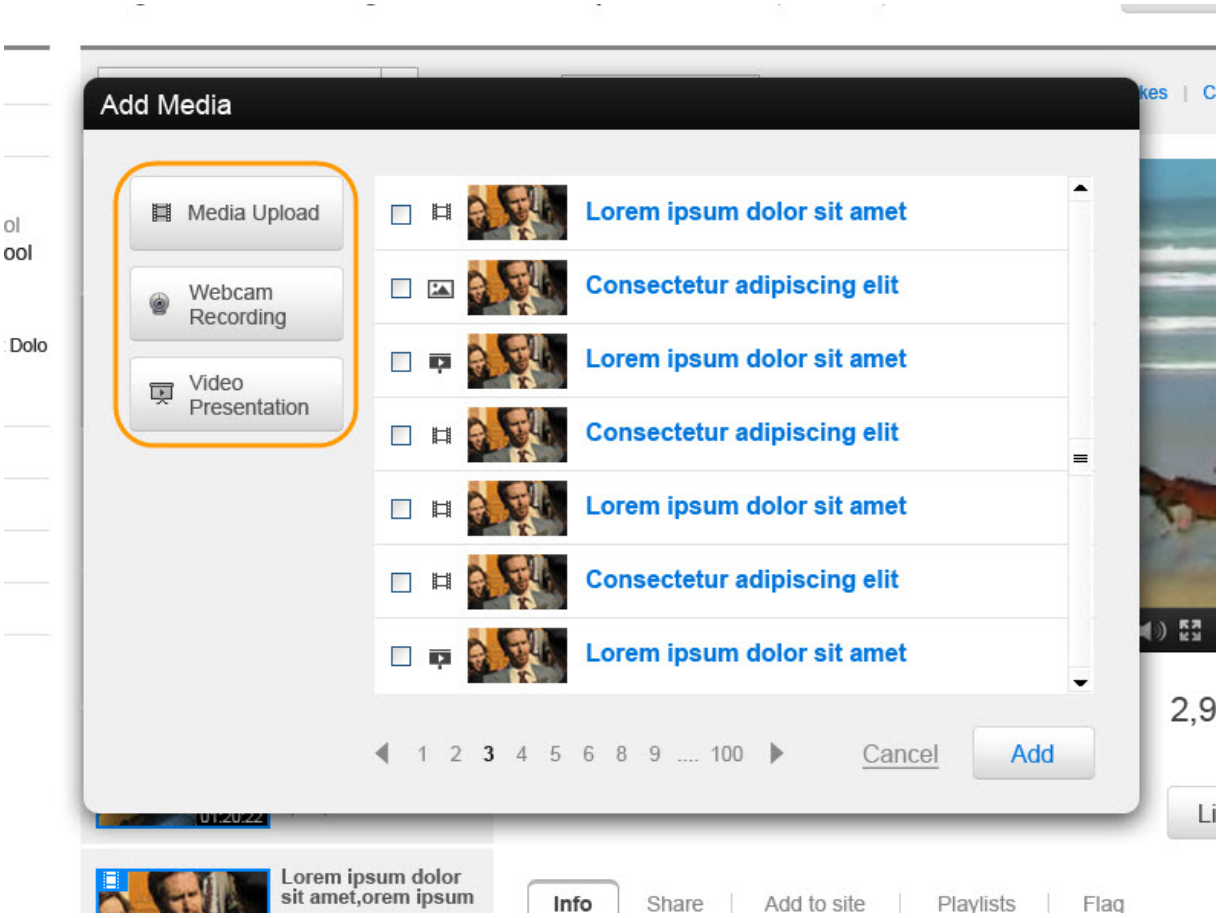
Uploading Media

To upload media

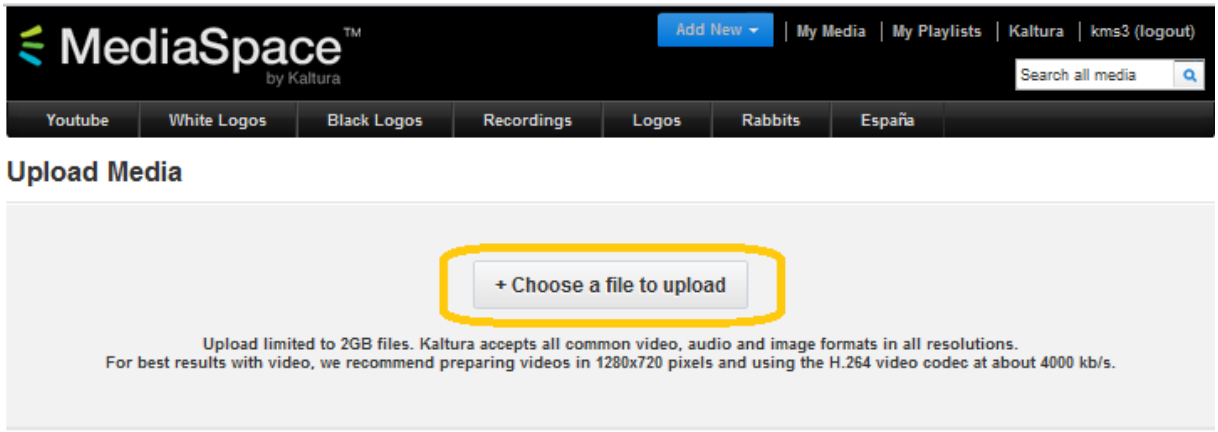
1. Do one of the following:
   - On your My Media page, click **Media Upload**.
   - In the MediaSpace header's Add New menu, select **Media Upload**.



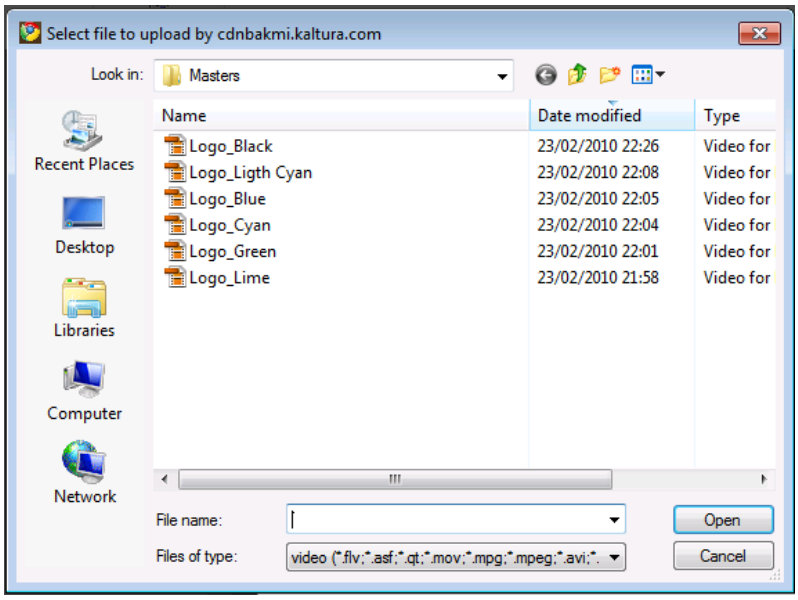
- On a media gallery page, click **Add Media** and then click **Media Upload**.



2. On the Upload Media page, click **Choose a file to upload**.



3. In the Select file to upload window, select a media file to upload and click **Open**.

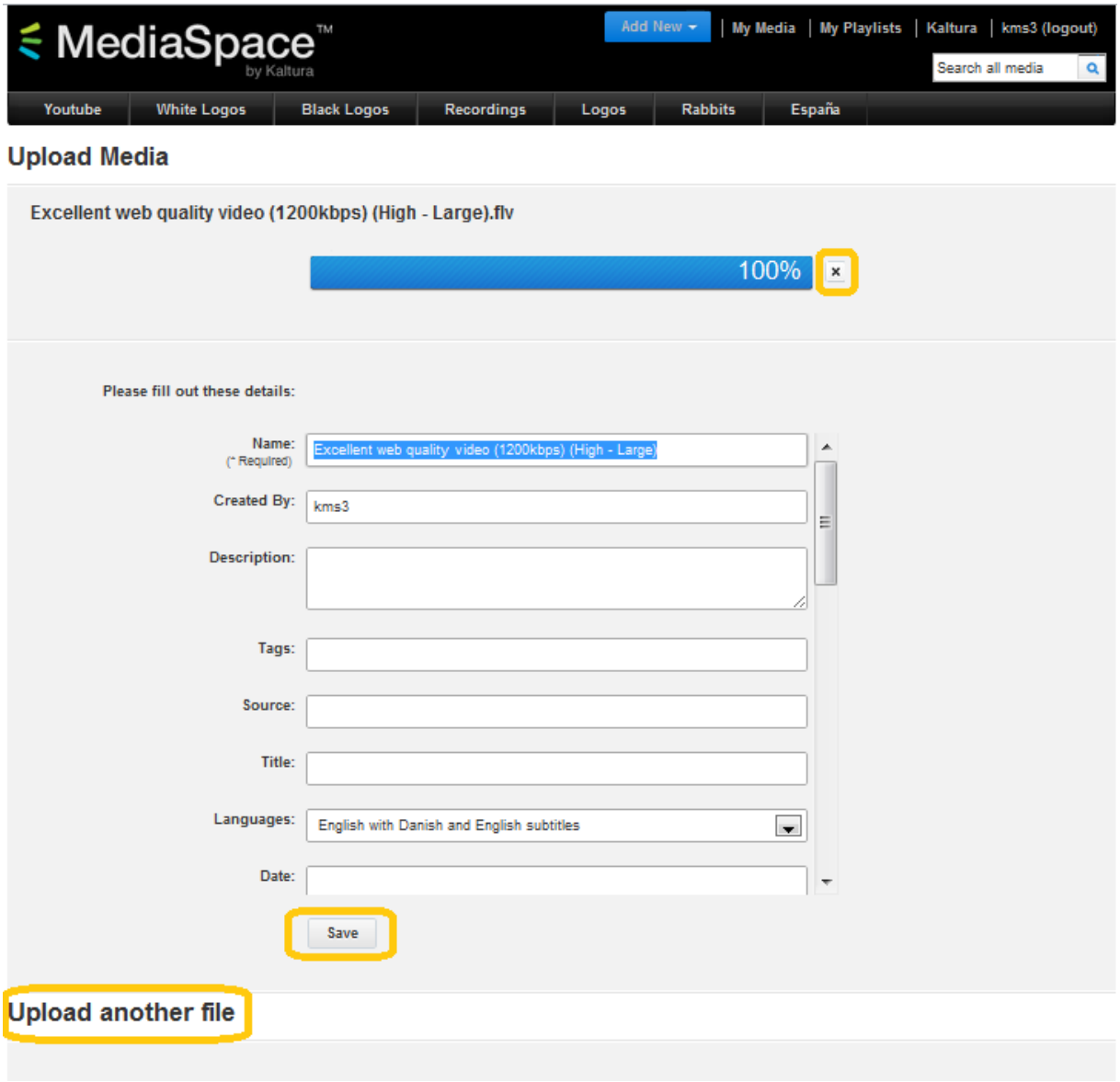


4. While the file is uploading, on the Upload Media page you can:
   - Enter information about the media and click **Save**.

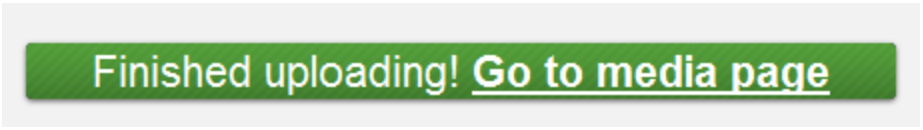


NOTE: If you click **Save** before the file is completely uploaded, the media information is saved after the media is uploaded.

   - Click **x** next to the progress bar to cancel the upload.
   - Under Upload another file, click **Choose another file**.



5. To view the media page when uploading is complete, click **Go to media page** on the Upload Media page.



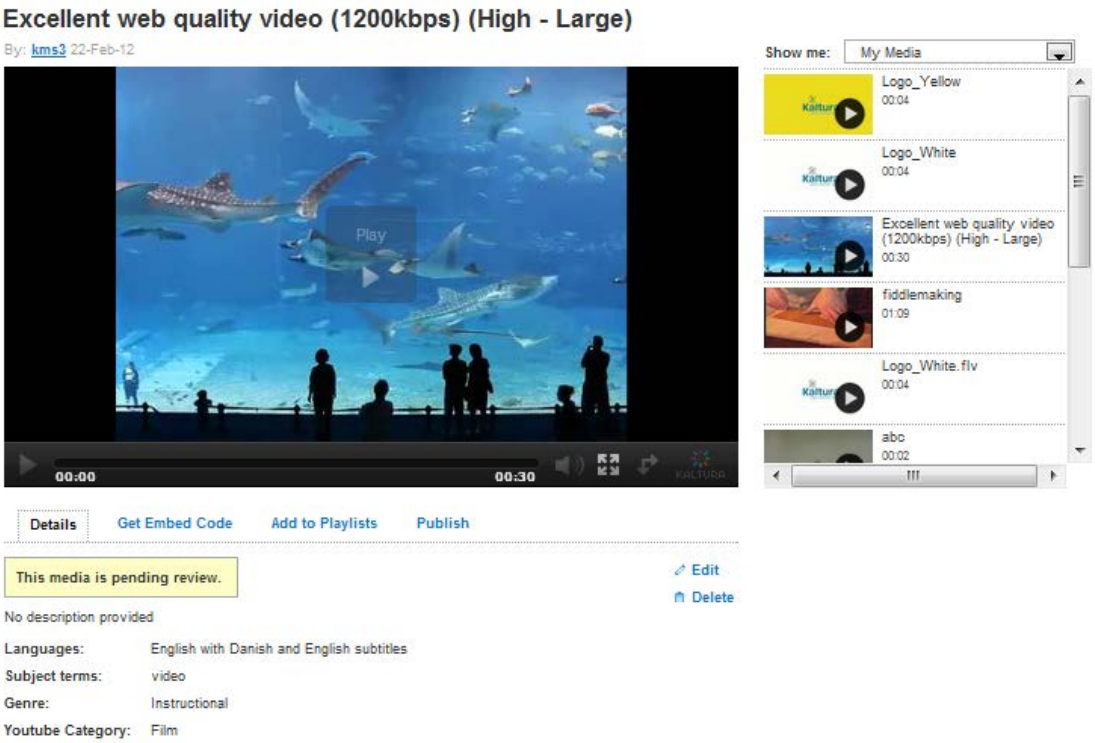
Video after Upload

After a video is uploaded, it is converted for optimal playback. You cannot preview or publish a video

during conversion.

If media is waiting for moderation, you cannot preview or publish it until it is approved.

You can edit media information during conversion and while waiting for moderation.



Media Page: A video that is awaiting moderation

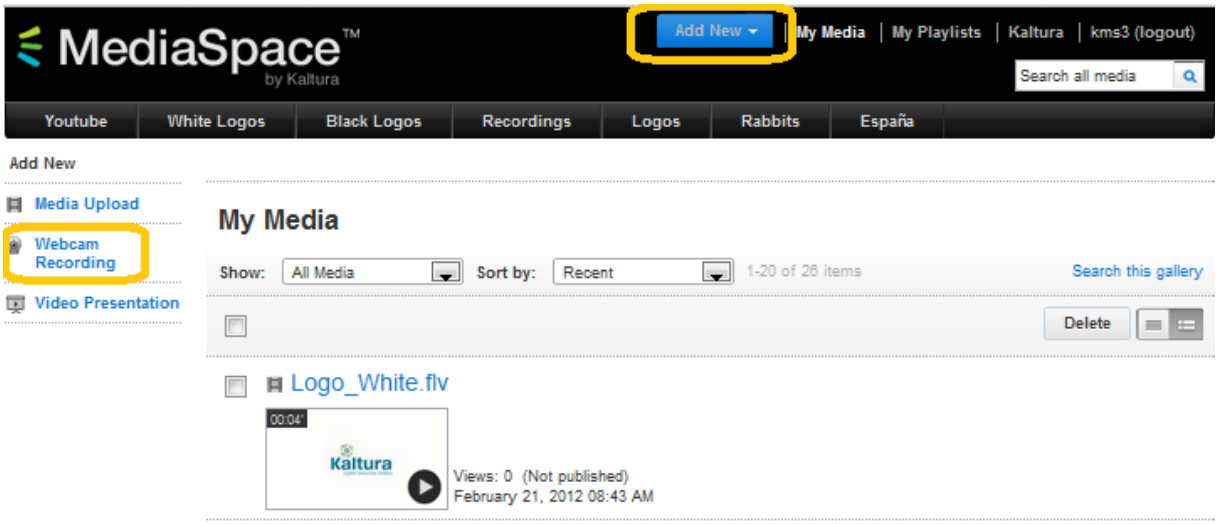
NOTE: Uploaded media also is displayed on your My Media page.

SECTION 3

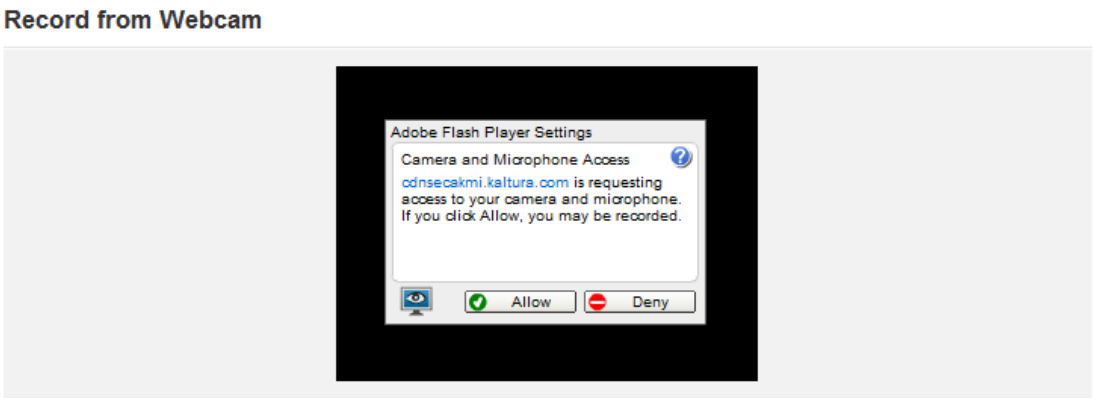
Recording from Webcam

To record from a webcam

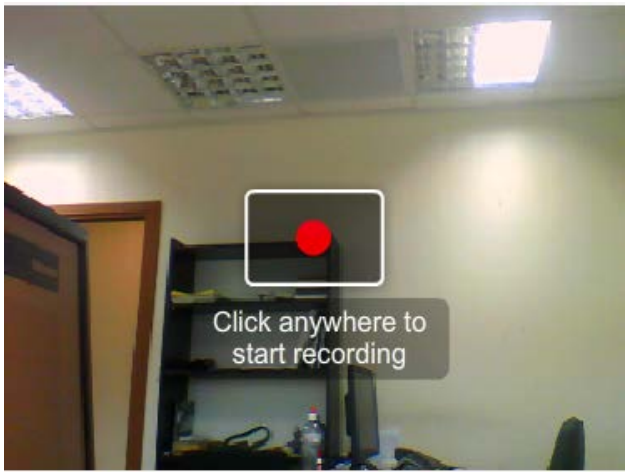
1. Do one of the following:
   - On your My Media page, click **Webcam Recording**.
   - In the MediaSpace header's Add New menu, select **Webcam Recording**.



2. In the Record from Webcam window, click **Allow** if a flash player message is displayed.



3. In the Record from Webcam window, click anywhere in the recording area to start recording.



4. In the Record from Webcam window, click anywhere in the recording area to stop recording, and click **Save**.
5. In the Record from Webcam window, enter information about the media and click **Save**.
6. To view the media page after saving the recording, click **Go to media page** in the Record from Webcam window.

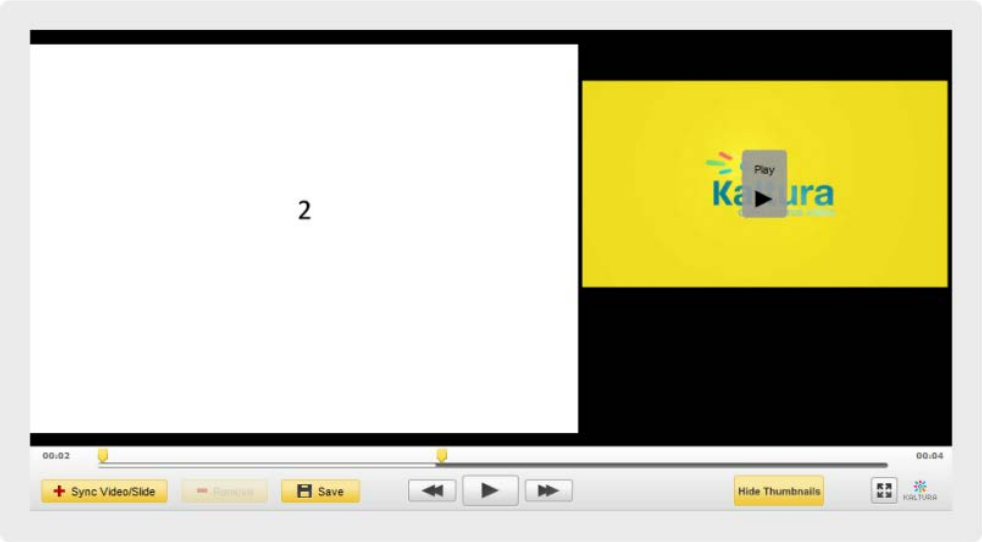


NOTE: If media is waiting for moderation, you cannot preview or publish it until it is approved.
You can edit media information while waiting for moderation.

SECTION 4

Creating a Video Presentation

The Kaltura Video Presentation Widget



The Kaltura Video Presentation Widget allows the side-by-side, synchronized display of media and document files to end users. The Video Presentation feature enables content creators to synchronize video and specific slides in a slideshow or document and share the synchronized presentation.

The Video Presentation Workflow

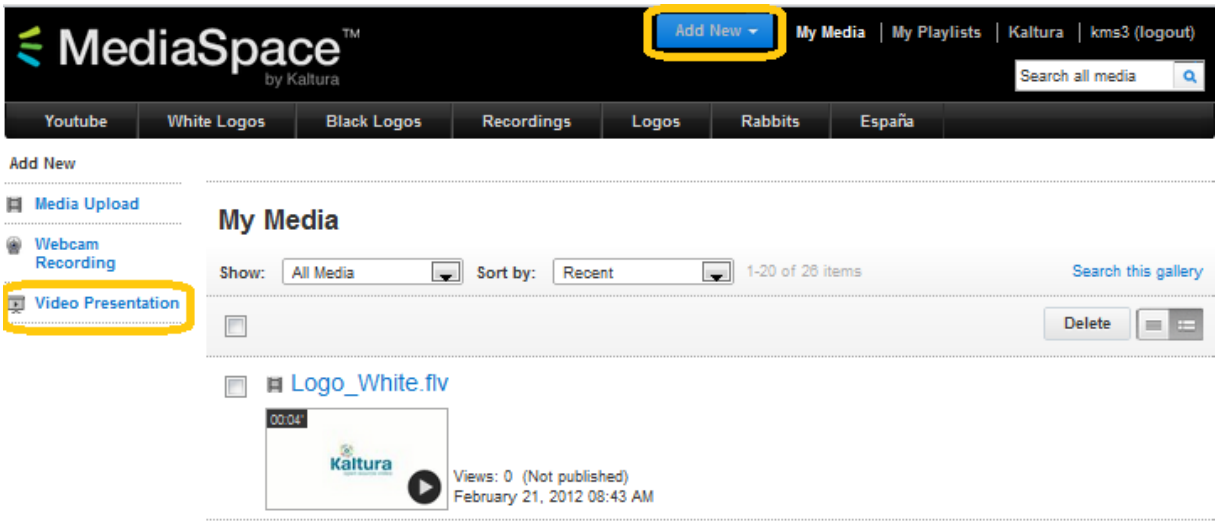
Basic workflow to synchronize the display of media and document files:

1. Select a media file.
2. Select a document file.
3. Add sync points to synchronize the document with the media.

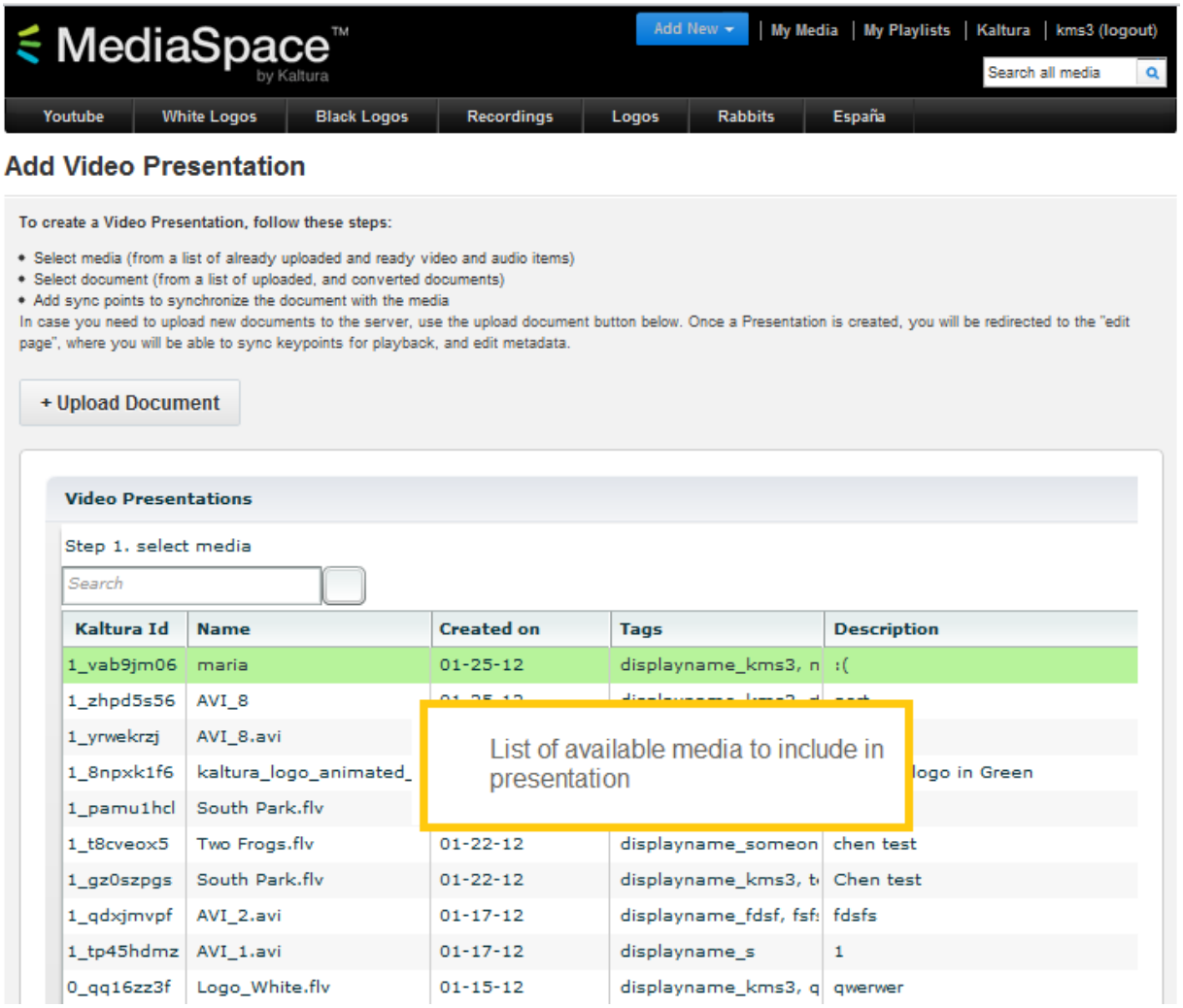
To create a video presentation

Do one of the following:

- On your My Media page, click **Video Presentation**.
- In the MediaSpace header's Add New menu, select **Video Presentation**.

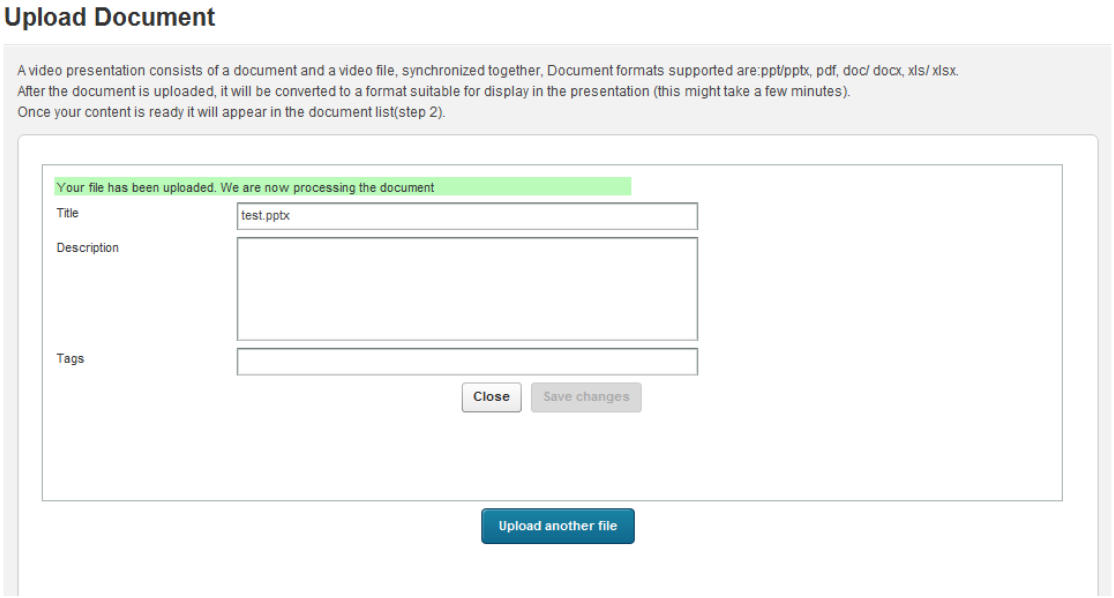


The Add Video Presentation page is displayed.

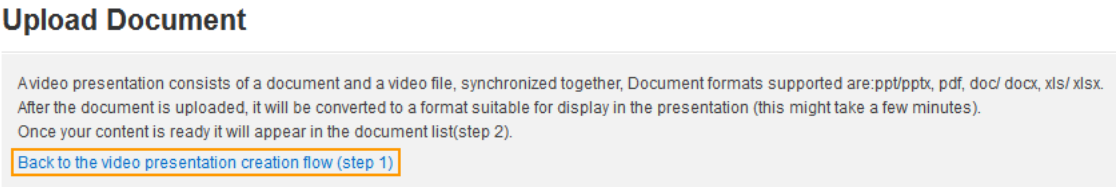


(Optional) To upload a new document

1. On the Add Video Presentation page, click **Upload Document**.
2. In the Upload Document window, click **Browse your desktop**.
3. In the Select file to upload window, select a document or presentation file to upload and click **Open**.
4. In the Upload Document window, enter information about the document and click **Close**.



5. In the Upload Document window, click **Back to the video presentation creation flow (step 1)** to continue creating a video presentation.





NOTE: After a document is uploaded, it is optimized for display in the presentation. You cannot use a document in a video presentation until optimization is complete.

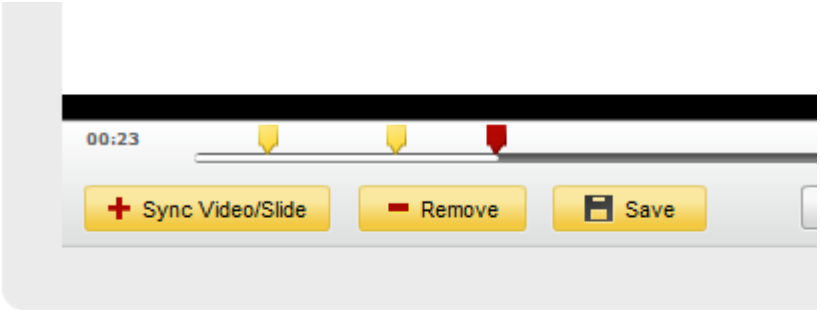
To select and synchronize files

1. On the Add Video Presentation page, select an item from a list of available video and audio items, and click **Next**.
2. On the Add Video Presentation page, select an item from a list of available documents and presentations, and click **Next** to create the video presentation.

3. In the Edit Media window, synchronize the media and slides.



Sync Playback



Sync Actions

a. To start synchronizing the media with the slides, click **Play** in the media player.

b. When you reach a point that you want to synchronize:

- Click the player to pause the playback.
- In the thumbnail carousel, select the slide to synchronize with the point where the playback paused, and click **+ Sync Video/Slide**.

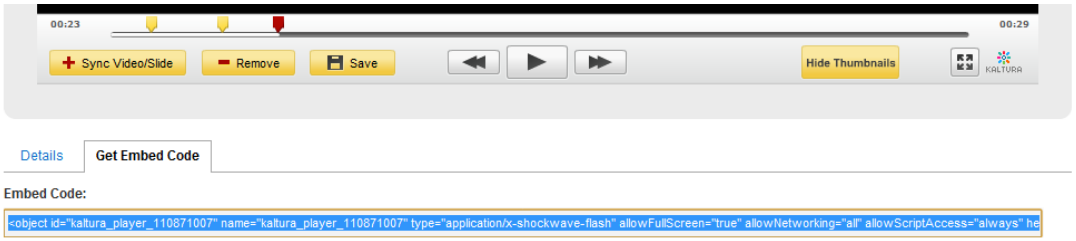


Click **Play** in the media player to continue synchronizing the playback with the slides. Add and remove sync points as needed, and click **Save**.

4. In the Edit Media window, enter information about the video presentation and click **Save**.

To embed the video presentation on a web site

1. In your video presentation page's Get Embed Code tab, copy the embed code.



Video Presentation Embed Code

2. Paste the embed code on a web site.

SECTION 5

Managing Your Media



NOTE: If you cannot access your My Media page content or actions, ask your MediaSpace administrator to give you the required permission.

Your My Media page lists previously uploaded media. When you open a media page, you can:

Edit metadata or delete media.

Select a thumbnail.

Publish a media item.

Publish multiple media items.

Make media private.

Add media to playlists or remove media from a playlist.

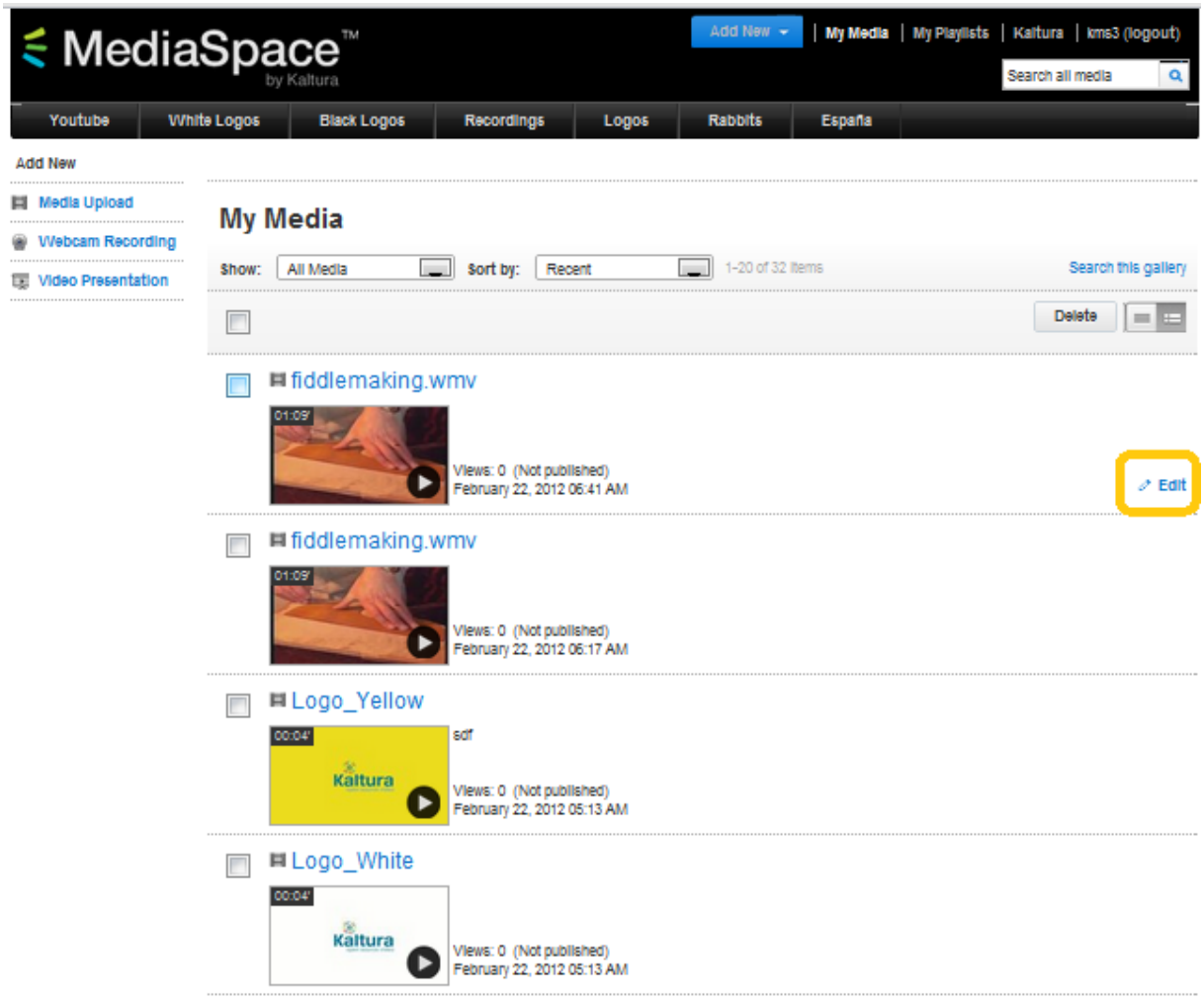
Manage playlists.

Share media.

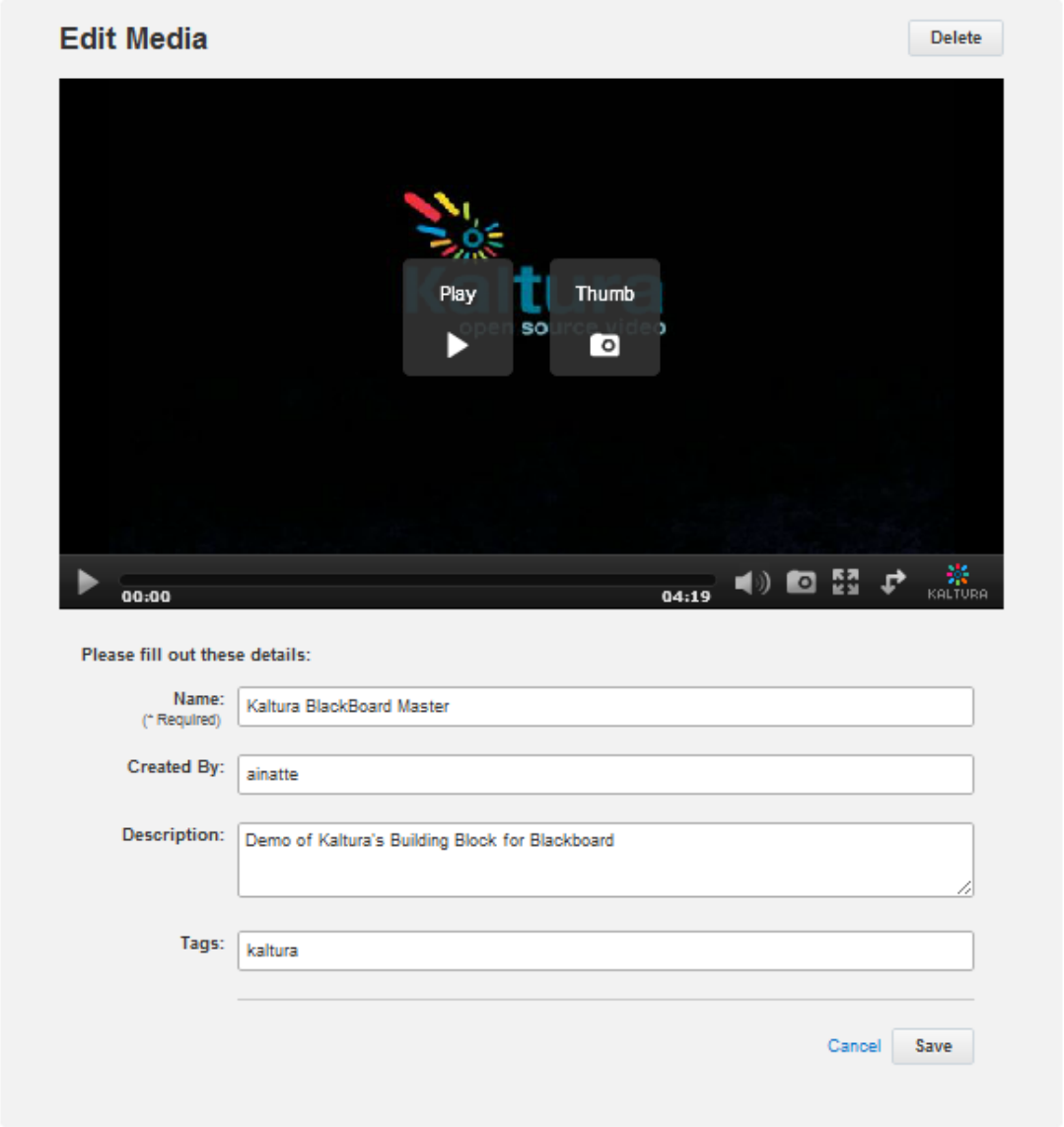
Editing Media

To edit media

1. Do one of the following:
   - On your My Media page, click **Edit** for the media you want to edit.



   - On your My Media page, click the thumbnail or title of the media you want to edit. In the media page's Details tab, click **Edit**.



2. In the Edit Media window, you can:
   - Edit information about the media.
   - Delete the media.
   - Select a frame to use as the media thumbnail, such as when the media is included in a gallery or channel.

To select a frame as a thumbnail

1. In the Edit Media window, click **Play** in the media player.
2. Pause the player at the frame that you want to use as a thumbnail.
3. Click **Thumb** or the camera icon to use the current frame as the thumbnail.



Edit Media: Camera icon for capturing the current frame as the video thumbnail

Publishing Media

By default, media that you upload is private. You can access private media on your My Media page. On your My Media page, you can grab the embed code of private media or publish it to make it public in MediaSpace.

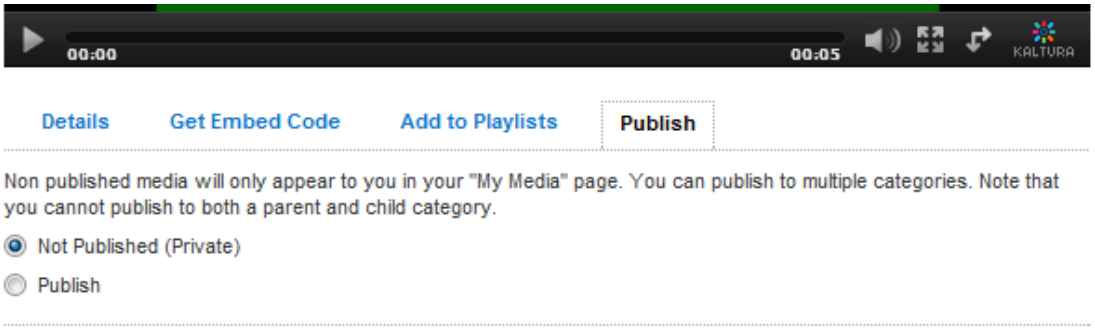
Publishing media makes the media publicly accessible to MediaSpace users. You can publish media:

- In multiple categories
- Only when file conversion is complete and the media is not waiting for moderation

NOTE: If you cannot publish media, ask your MediaSpace administrator to give you the required permission.

To publish a media item

1. On your My Media page, click the thumbnail or title of the media you want to publish.
   By default, uploaded media is not published.

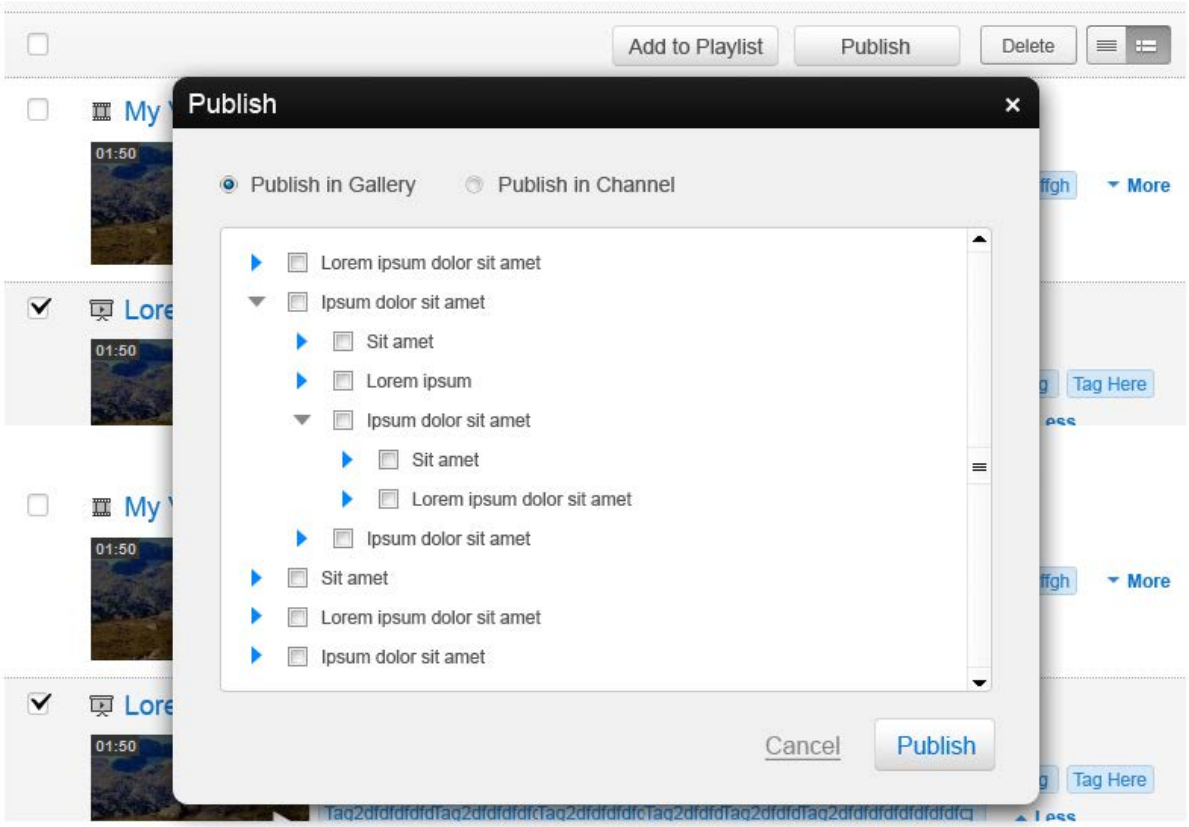


2. In the media page's Publish tab, select **Publish**.
3. Select categories or channels (if you have permission to contribute to one or more channels) for the published media.

To publish multiple media items

1. On your My Media page, select one or more media items, and click **Publish**.

2. Select categories or channels (if you have permission to contribute to one or more channels) for the published media, and click **Publish**.



To make media private

1. Click the thumbnail or title of the published media that you want to make private.
2. In the media page's Publish tab, select **Not Published**.
   Private media is accessible only on the media owner's My Media page.

Adding Media to Playlists

You can create playlists and associate media with the playlists.

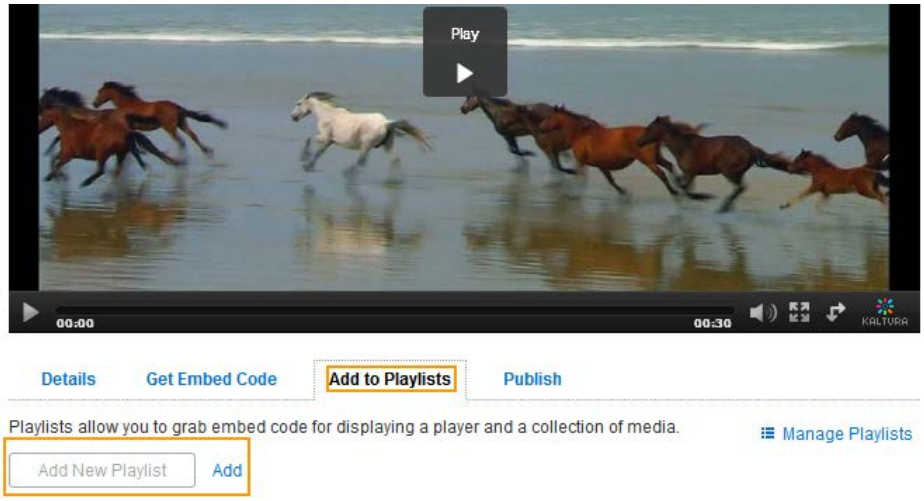
To create a playlist



NOTE: If you cannot create a playlist, ask your MediaSpace administrator to give you the required permission.

1. Click a media thumbnail or title.

2. In the Add to Playlists tab under the media player, enter a descriptive name in the Add New Playlist field, and click **Add**.

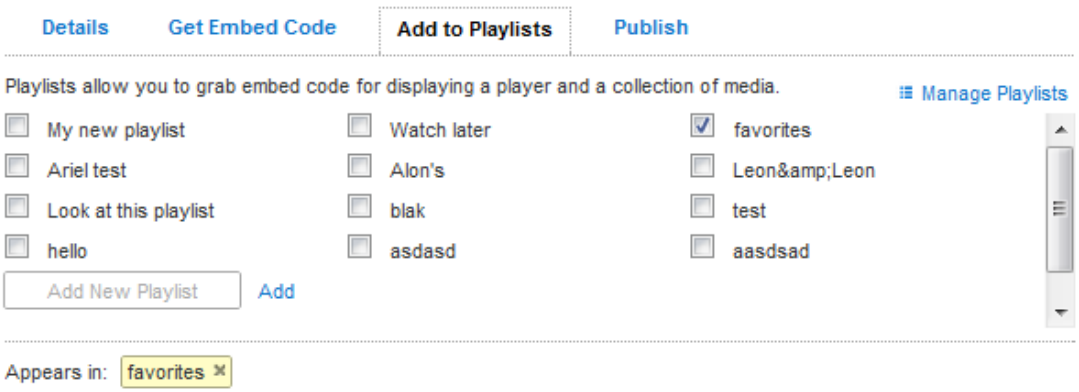


The media is added to the new playlist.

To add media to playlists (from a specific media page)

1. Click a media thumbnail or title.
2. In the Add to Playlists tab under the media player, select one or more playlists.

   The selected playlist name is displayed in the *Appears in* field.
   You also can add a new playlist.



To add media to playlists (from your My Media page)



NOTE: On your My Media page, you cannot create a new playlist or remove media from playlists.

1. On your My Media page, select one or more media items, and click **Add to Playlists**.
2. In the Add to Playlist window, select one or more playlists, and click **Add**.

To remove media from a playlist

1. Click a media thumbnail or title.
2. In the Add to Playlists tab under the media player, do one of the following:
   - Clear a selected playlist.
   - In the *Appears in* field, click **x** next to a playlist name.

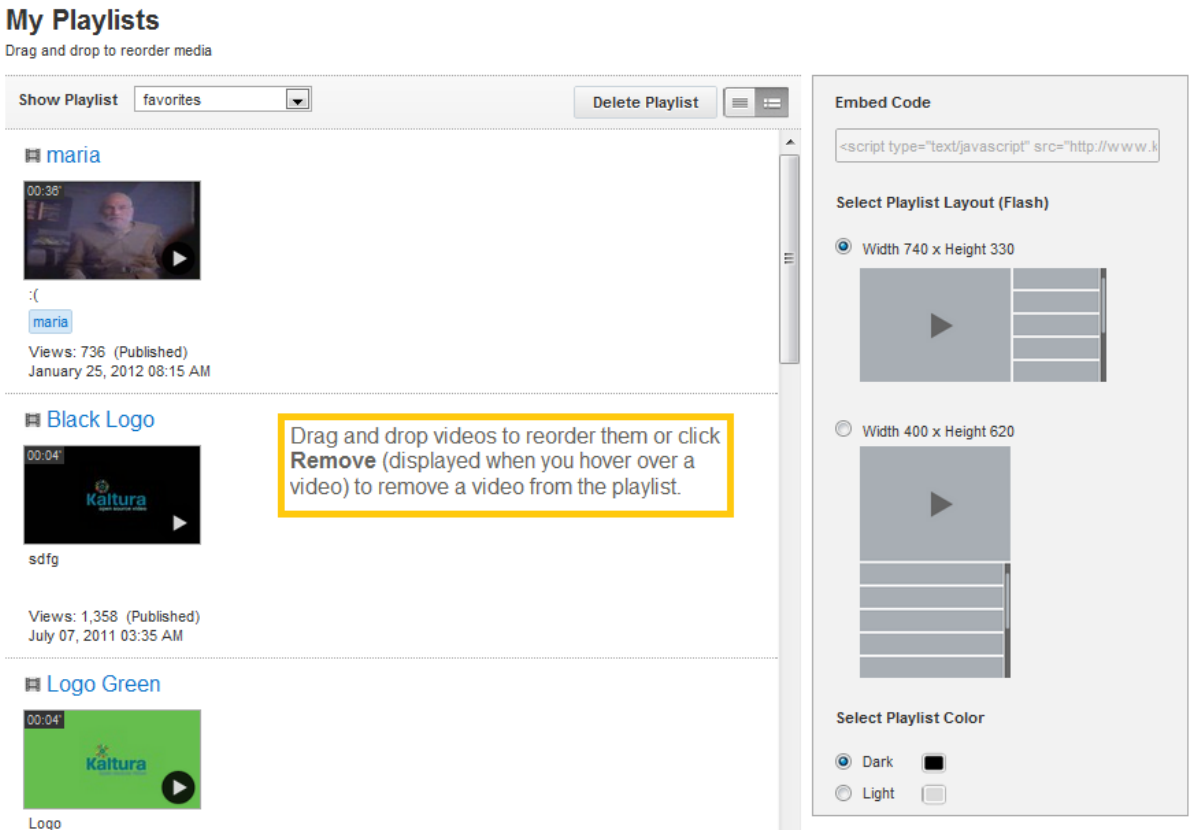
Managing Playlists

After you create a playlist, you can preview the playlist, reorder the media in the playlist, design the playlist, and copy the playlist's embed code.

To manage a playlist

NOTE: If you cannot manage a playlist, ask your MediaSpace administrator to give you the required permission.

1. Do one of the following:
   - Open your My Playlists page.
   - Click a media thumbnail or title. In the Add to Playlists tab under the media player, click **Manage Playlists**.
2. On your My Playlists page, select a playlist from the Show Playlist menu.
3. For the selected playlist, you can do the following:
   - Delete the playlist.
   - Reorder the videos in the playlist.
   - Remove videos from the playlist.
   - Copy the playlist's embed code to paste it on a web site.
   - Select the layout and color of the playlist.



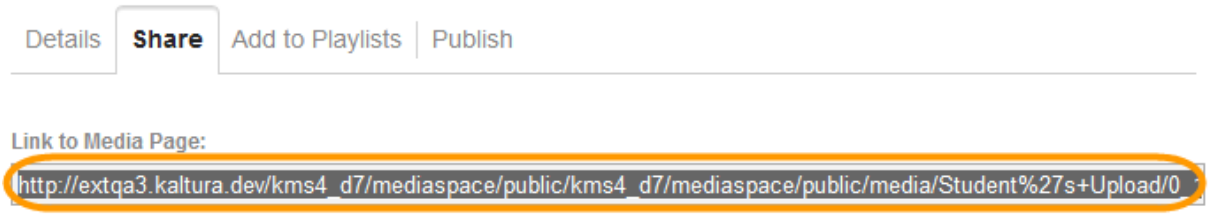
Sharing Media

You can share a media item by:

- Linking to a media page
- Embedding a media item

To share a link to a media page

1. Click a media thumbnail or title.
2. In the Share tab under the media player, copy the media page link.



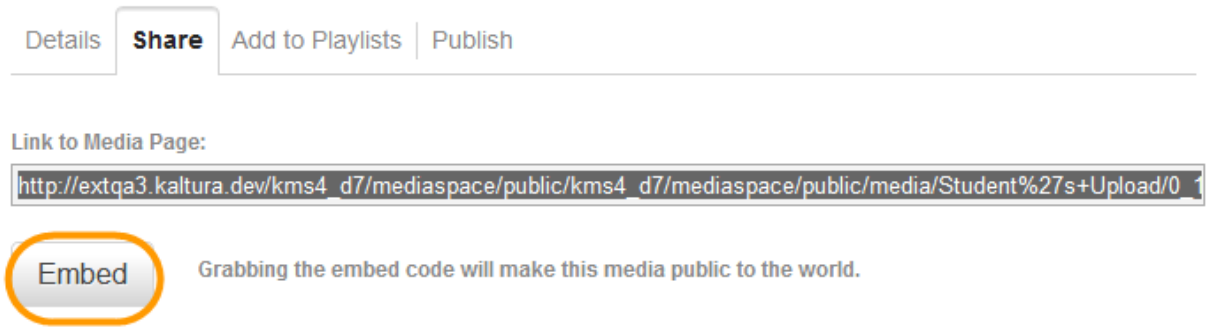
3. Paste the link to share the media page.

NOTE: If the media is restricted, only authorized users can access the shared media page.

To embed a media item

NOTE: If the Embed button is not displayed, ask your MediaSpace administrator to give you the required permission.

1. Click a media thumbnail or title.
2. In the Share tab under the media player, click **Embed**.



The embed code and related options are displayed.



3. Select one embed type:
   - HTML
   - (If enabled) oEmbed
4. For HTML:
   a. Select a player skin.
   b. Select a player size.
5. Copy the embed code.
6. On the web site where you want to share the media, paste the embed code.

SECTION 6

Creating and Managing a Channel



NOTE: If you cannot create and manage channels, ask your MediaSpace administrator to give you the required permission.

For an overview of channels, see Understanding Galleries and Channels.

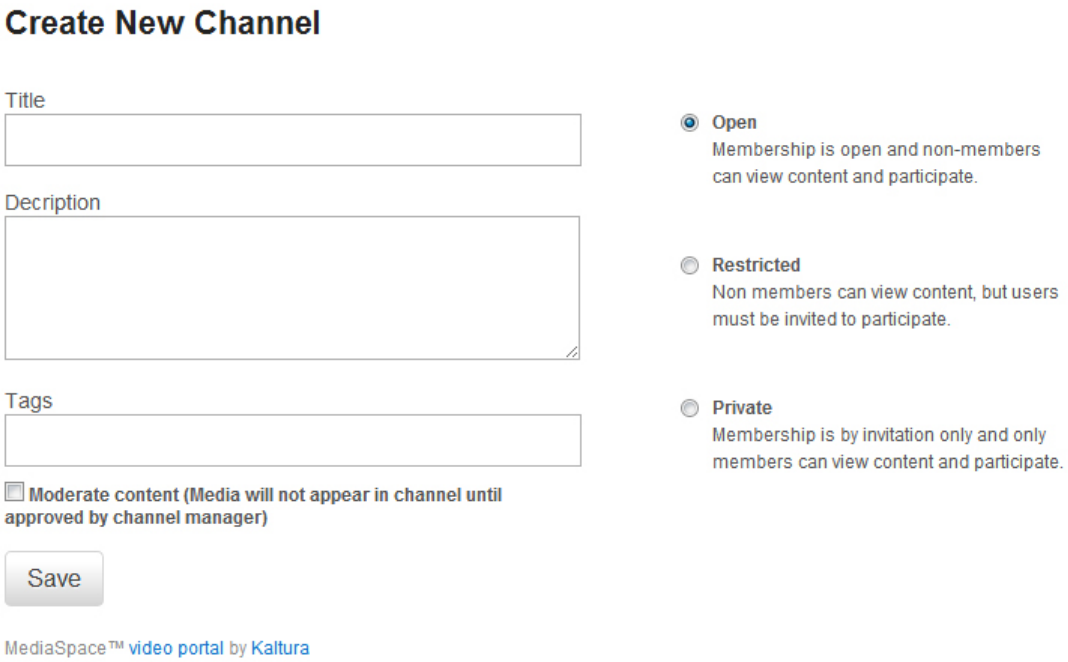
You can do the following:

- Create a channel.
- Manage a channel.

Creating a Channel

To create a channel

1. On the Channels page or your My Channels page, click **Create Channel**.
2. On the Create New Channel page:
   a. Enter values for:
      - Title – Enter the channel name to display on the Channels page.
      - Description – Enter a summary of the channel content to display on the Channel>Settings page.
      - Tags – Enter a descriptive tag to use in searches.
   b. (Optional) To require a channel manager's approval before media is displayed in the channel, select the **Moderate content** checkbox.
   c. Select the kind of access that users have:
      - **Open** – All authenticated users can access the channel and contribute content.
      - **Restricted** – All users can access the channel, but only specific users can contribute content.
      - **Private** – Only specific users can access the channel and contribute content.
   d. Click **Save** to create a new channel.


Create New Channel
Title
Decription
Tags
Moderate content (Media will not appear in channel until approved by channel manager)
Save
MediaSpace™ video portal by Kaltura
Open
Membership is open and non-members can view content and participate.
Restricted
Non members can view content, but users must be invited to participate.
Private
Membership is by invitation only and only members can view content and participate.

You can access the new channel from your My Channels page.

Managing a Channel

To manage a channel

On the Channels page or your My Channels page, click a channel to open the channel page, and then click **Settings**.



On the Settings page, you can:

Action	Tab	Notes
Modify the channel definition.	Basic	For field details, see To create a channel.
Moderate channel content.	Pending	Applies when a channel manager's approval is required before media is displayed
Add members to a channel.	Members	Applies to restricted or private channels
Modify a channel member's permission.	Members	Applies to view, add, moderate, and manage permissions
Update a channel thumbnail.	Advanced	Applies to a channel manager who wants to display new media in a channel thumbnail
Delete a channel.	Advanced	

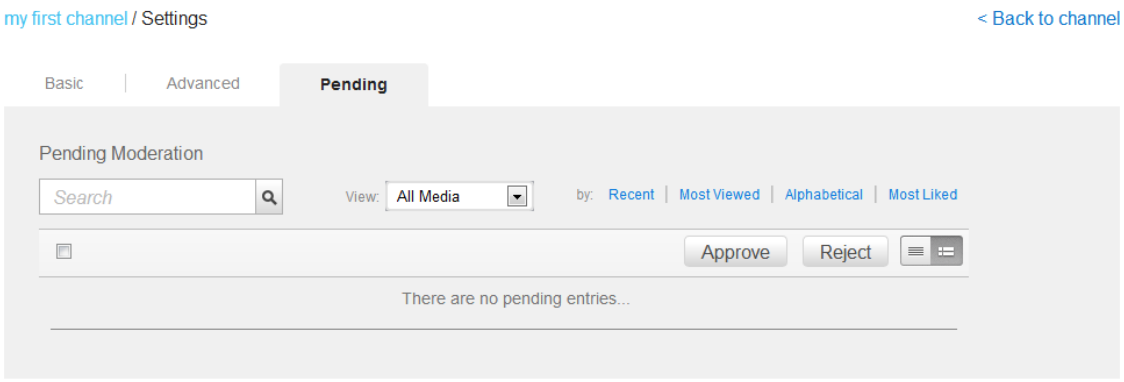
Moderating Channel Content

Channel managers and moderators approve or reject content when a channel manager's approval is required before media is displayed.

To require content moderation, modify the channel definition on the Basic tab of the channel's Settings page. For field details, see To create a channel.

To moderate channel content

1. On the Channels page or your My Channels page, click a channel to open the channel page, and then click **Settings**.
2. On the Pending tab, click a media thumbnail to review pending content.
   The media page opens. To view the content, click **Play** in the media player.



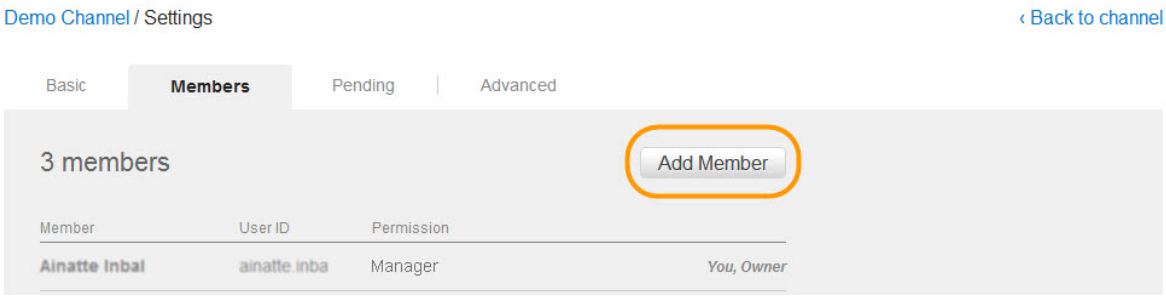
3. On the Pending tab of the channel Settings page, select one or more media and do one of the following:
   - Click **Approve**.
     Approved content is displayed on the channel page.
   - Click **Reject**.

Editing Channel Users

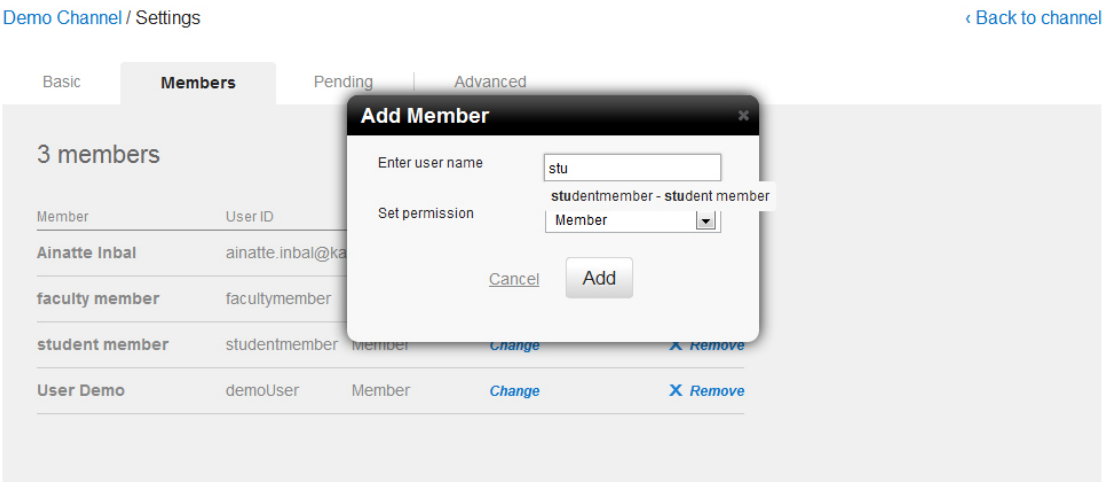
To add members to a channel

NOTE: Adding members applies only to channels that are restricted or private.

1. On the Channels page or your My Channels page, click a channel to open the channel page, and then click **Settings**.
2. On the Members tab, click **Add Members**.



3. In the Add Member window under Enter user name, start typing a user name to display user names, and select a member to add.



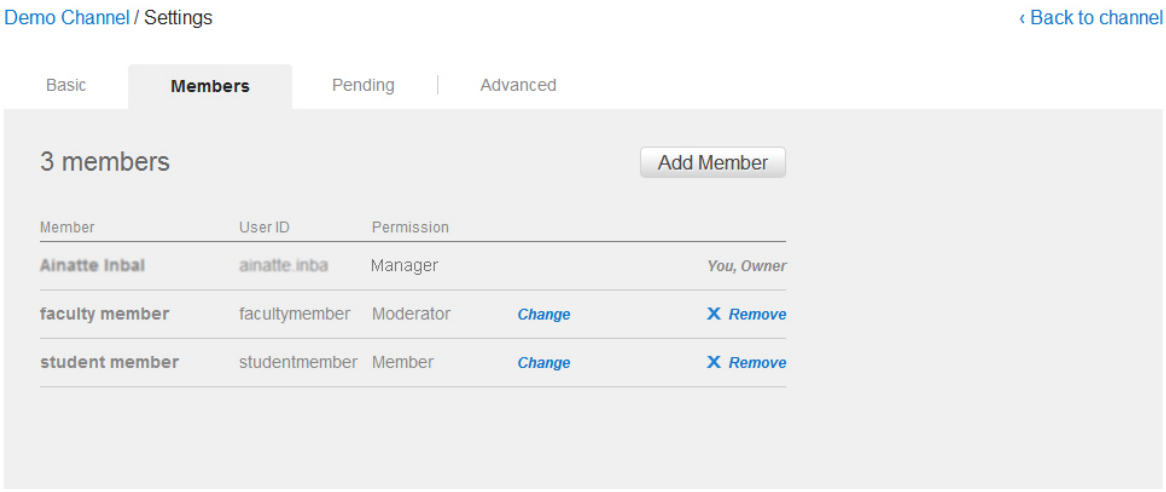
4. In the Add Member window under Set permission, select the member's permission.

Permission	Allows a user to…
Member	View channel content only.
Contributor	View channel content and add media to the channel.
Moderator	View channel content, add media to the channel, and moderate channel content.
Manager	View channel content, add media to the channel, moderate channel content, and manage the channel (delegate managerial rights to additional users).

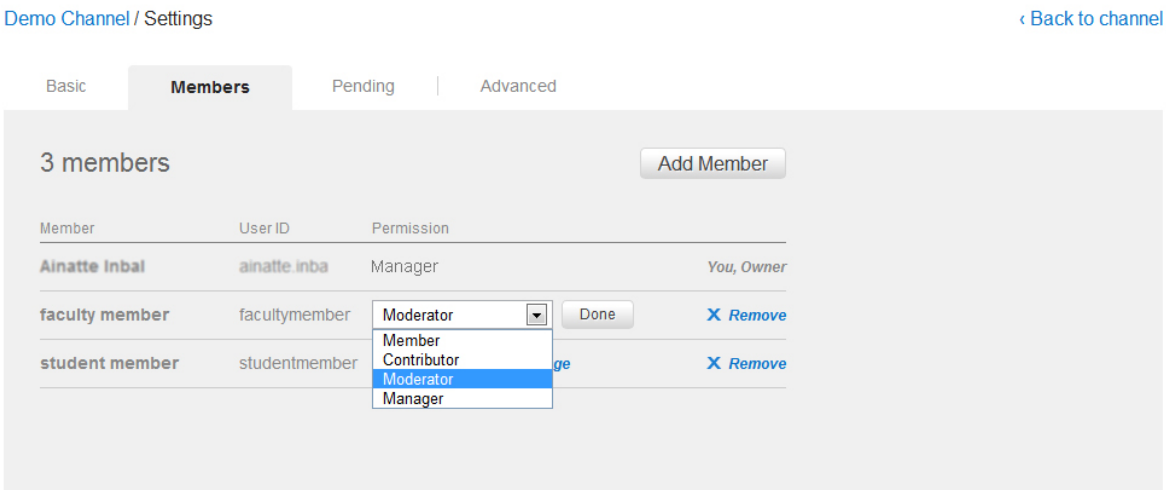
5. In the Add Member window, click **Add** to add the selected member with the specified permission.

To modify a channel member's permission

1. On the Channels page or your My Channels page, click a channel to open the channel page, and then click **Settings**.
2. On the Members tab, next to a member's Permission column click **Change**.



3. In the Permission column, select a new permission.



Permission	Allows a user to…
Member	View channel content only.
Contributor	View channel content and add media to the channel.
Moderator	View channel content, add media to the channel, and moderate channel content.
Manager	View channel content, add media to the channel, moderate channel content, and manage the channel (delegate managerial rights to additional users).

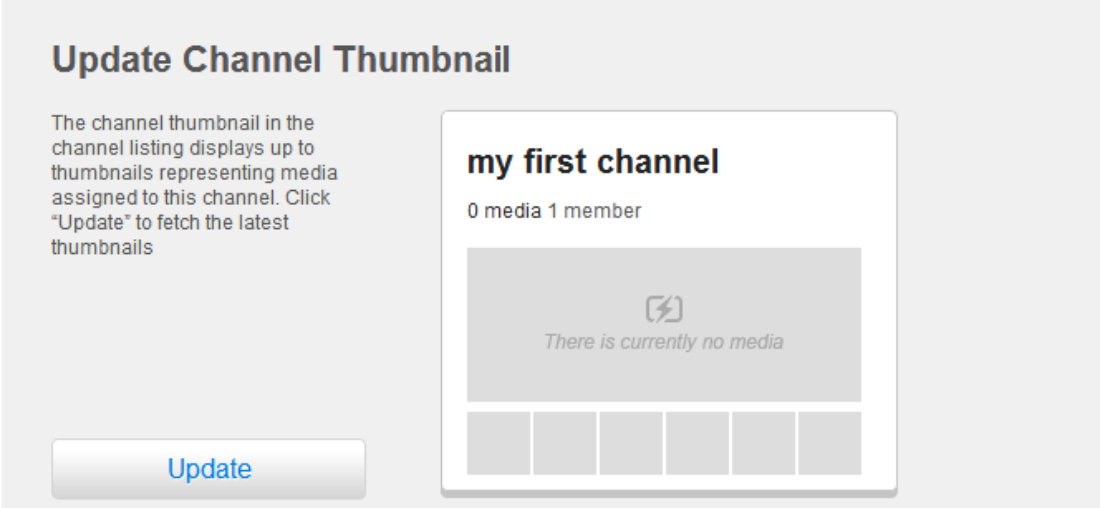
4. Click **Done** to apply the modified permission to the member.

Updating a Channel Thumbnail

A channel thumbnail displays the thumbnails of the media items that are initially added to the channel. Thumbnails of new media added subsequently to the channel are not automatically displayed in the channel thumbnail. To display new media thumbnails in the channel thumbnail, the channel manager manually updates the channel thumbnail.

To update a channel thumbnail

1. Open a channel page that you manage, and then click **Settings**.
2. On the Advanced tab under Update Channel Thumbnail, click **Update**.



The new channel thumbnail is displayed.

Deleting a Channel

NOTE: Deleting a channel does not delete the media from MediaSpace.

To delete a channel

1. On the Channels page or your My Channels page, click a channel to open the channel page, and then click **Settings**.
2. On the Advanced tab, click **Delete Channel**.
3. Click **Yes** to confirm the deletion.

